

## PROCESS FOR APPEALING DECISIONS

If you are being terminated from Rehabilitation Supports, you have the right to appeal. Appeals must be made within 30 days of notification of a decision with which you disagree.

Since SC Department of Disabilities and Special Needs (SCDDSN), through the county Disabilities and Special Needs (DSN) Boards, is responsible for the day to day operations and decision making regarding Rehabilitation Supports, it is recommended that, at first, disagreements be sent in writing to the Executive Director of the county DSN Board in your home county.

In this county, the Executive Director is \_\_\_\_\_ and he/she can be reached at this address:

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If you are still not satisfied, it is suggested that you appeal to the State Director of SCDDSN. The State Director is Stanley J. Butkus, Ph.D. and he can be reached at P.O. Box 4706, Columbia, SC 29240

It is hoped these suggested steps would resolve your dissatisfaction.

A **Medicaid** applicant/recipient has the right **at any time** to request a fair hearing from the SC Department of Health and Human Services regarding a decision affecting Medicaid eligibility or services. To initiate the appeal process, you or your representative must submit a written request to the following address no later than thirty (30) calendar days from the receipt of written notification for any action adversely affecting your Medicaid coverage.

Division of Appeals and Hearings  
Department of Health and Human Services  
Post Office Box 8206  
Columbia, SC 29202-8206

Please attach a copy of the written notification with your appeal request. In your request for a fair hearing, you must state with specificity the issue(s) you wish to appeal.

Unless a request is made within thirty (30) calendar days of receipt of written notification, the decision will be final and binding. A request for a fair hearing is considered filed if postmarked by the thirtieth (30<sup>th</sup>) calendar day following receipt of written notification. You will be advised in writing by the Division of Appeals and Hearings as to the status of your appeal.